

CONSUMER PERSONAL SAFETY POLICY AND PROCEDURE

Effective: March 1, 2003

It is the policy of _____ to provide the highest quality of safety for all consumers receiving services from our agency. To ensure and safeguard the proper safety of the consumer entrusted to _____, each person will have an individual consumer specific plan. The consumer will have an initial consumer specific safety assessment. Information from the assessment shall be incorporated into the consumer's Personal Plan. Any identified educational needs of the consumer will be addressed and monitored through their specific individual Personal Plan. The following procedures shall be followed by all staff and monitored by the QMRP.

Procedures:

- 1.** An assessment of the consumer's knowledge of personal safety will be completed. Based on the assessment findings, consumer supports, teaching needs, and abilities will be added to the Personal Plan.
- 2.** A personal safety assessment drill will be conducted on a quarterly basis for all consumers, excluding those consumers whose safety totally relies on staff knowledge of that specific consumer's support needs. The drill shall include comments/recommendations of any problems performing the required tasks, progress made since previous review and any support required by the consumer to complete the task.
- 3.** Each consumer will be provided with a house key to be kept on their person at all times. If the consumer is not able to carry or use a house key, educational needs will be addressed through the Personal Plan Outcomes/Action Steps. Progress will be noted in daily notes and monthly report to be monitored by the Regional Center Service Coordinator. If the consumer will need total support for their safety, all support needs will be documented in the Personal Plan.
- 4.** The QMRP will ensure that all staff is trained regarding each consumer's personal safety needs and have documentation of that training in the staff personnel file.
- 5.** The QMRP or administrator will work toward establishing a natural support in their residential area (neighbor, etc.) that would be a contact for an emergency. The neighbor(s) will have all emergency contact numbers.

Note to agency: Agency shall have a policy that addresses "no shows" for shift coverage. The policy must ensure that a staff member is there for the hours of care the agency provides.

[Home](#)